



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Elections/Voter Registration Assistant

FLSA NE

SERVICE: Classified

REVISED: 7/1/2011

Summary: Under the general supervision of the Election Director, performs work of routine difficulty in performing a wide variety of clerical and/or technical administrative duties in the organization and operation of elections and voter registration; performs related work in support of the election and voter registration process; and performs other related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Prepares election supplies for polling locations and poll worker training classes.
- Assists the Election Coordinator with recruitment and training of seasonal election personnel.
- Participates in activities involved in inventory control, ordering, and storage of election equipment and supplies.
- Assists with the transport, delivery and return of voting machines and supplies to polling places.
- Maintains a warehouse in a safe, clean and organized manner.
- Assists with preventative maintenance of voting equipment and other election supplies.
- Participates in processing election ballots.
- Assists with the preparation of equipment in order to conduct elections.
- Assists with the testing of all programs, hardware and election equipment before and after each election to ensure proper functionality.
- Assists with aspects of Voter Registration (including, but not limited to: early ballot signature verification, input and maintenance of voter registration records, distribution of ballots, mass mail preparation, etc.) as needed..
- Assists with HAVA compliance by, inspecting locations of polling places for adequate facilities; works closely with the Election Director to update the facilities to meet the needs of the voters.
- Assists in the training of seasonal employees hired for election work.
- Travels to poll sites to assist with voting process; must be available to work irregular hours, weekends, holidays and evenings during election cycles.
- Assists in auditing election returns (election and voter registration audits) after each election.
- Assists in conducting recounts and hand count/early ballot audits, as needed.

Knowledge and Skills:

- Knowledge of laws, rules, regulations, policies and procedures governing elections and voter registration.
- Knowledge of laws, rule, regulations and policies governing the retention and disposition of election records and material.
- Knowledge of HAVA and ADA requirements.
- Knowledge of voter registration procedures.
- Knowledge of operating principles of voting equipment and procedures for operation.
- Skill in using office equipment including computers with special emphasis in the use of voter registration software.
- Skill in troubleshooting and repairing computers and voting equipment.
- Skill in effectively communicating verbally and in writing.

Desirable Qualifications:

High School Diploma or G.E.D, and one (1) year of experience in elections work; or an equivalent combination of education, training and experience; AND be registered to vote; AND a valid driver's license; AND be Arizona Elections Officer Certified or have the ability to become Election Officer Certified at the next available training date.